

UNIT COMMANDER’S FINANCE REPORT (UCFR)

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176TH FINANCE BATTALION



“Pay the Way”

PREFACE

This pamphlet is designed for you, the commander, to answer your questions about the Unit Commander's Finance Report (UCFR) and certification procedures.

The UCFR is designed to give the unit commander a one line rollup of a Soldier's pay status. It is an extremely valuable management tool provided to the unit commander on a monthly basis to verify that Soldiers are receiving their authorized pay and allowances. A proper review of the UCFR is essential to improve combat readiness and to reduce fraud, waste and abuse.

Chapter 1 presents a general overview of the components of the UCFR to assist with familiarization. Chapter 2 provides a step-by-step how-to guide on reconciling the UCFR, to include a section on entitlements to assist with identifying discrepancies. Certification procedures are outlined in Chapter 3, including how to properly annotate the UCFR. Submission and unit specific requirements are outline in Chapter 4.

We wrote this book in layman's terms to alleviate the burden of "technical" jargon. Commanders should use this book in conjunction with additional finance materials to keep their units "Ready to Fight Tonight." "Pay the Way."

MILPER MEMO NUMBER : 03-1
DEFENSE FINANCE AND ACCOUNTING SERVICE-INDIANAPOLIS
CENTER
UNIT COMMANDERS FINANCE REPORT (UCFR)

...Issued: [11/09/2002]...

1. This memorandum will expire 20 November 2005.
2. References:
 - a. Military Pay Procedures Manual.
 - b. DODFMR 7A
 - c. AR 600-8-6, Personnel Accounting and Strength Reporting.
3. This memorandum outlines the requirements for processing the Unit Commanders Finance Report (UCFR) as stated in reference "a".
4. Commanders are asked to establish the controls and procedures to ensure that the UCFR is properly processed, validated, and signed. Unit commanders must not sign the UCFR until certain that all discrepancies have been identified, reported, and corrected. This report:
 - a. Along with the Unit Personnel Accountability Report (AAA 162) provides the base to ensure all unit personnel gains, duty status, and losses are properly reported in SIDPERS and to finance.
 - b. Is the major tool to ensure that soldiers are receiving their authorized pay and allowances.
 - c. Assists to prevent out-of-service-debt. Proper attention to the UCFR will identify overpayments to soldiers and ensure the collection process is accomplished before they are reassigned or separated for the Army.
5. Major and installation commanders are requested to ensure that this memorandum is disseminated to unit commanders and personnel service support (PSS) personnel who are responsible for the validation of the UCFR. All commanders and PSS personnel are invited to provide feedback and recommended changes to improve these procedures.
6. Point of contact for this memorandum is Major Jerry W. Christensen, Deputy, Field Service Office (317) 510-7375, DSN 699-7375, e-mail to jerry.christensen@dfas.mil

1-1. Rules for processing the Unit Commander's Report (UCFR)

a. The unit commander's review and immediate notice to Finance of discrepancies in the UCFR are essential to improving combat readiness; reducing fraud, waste, and abuse; and ensuring that Soldiers receive their entitled pay. Therefore, the unit commander will review, annotate, sign, and date the monthly UCFR and return a certified copy of the corrected UCFR with supporting documents on a Unit Transmittal Memorandum (UTM) to Finance by the 10th day of the month. The following statement must be included in or attached to the UCFR: "I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report."

b. The UCFR is provided to the commander once each month. The UCFR contains a one line roll-up of each Soldier's pay account. Finance can also create additional reports to assist commanders in their UCFR reviews. For example, the BAH quarters report is a report used to determine if any Soldiers are occupying family government quarters but still drawing BAH. This report compares data from the installation housing office and local finance systems. Commanders should consult their local finance to find out specifically what additional reports are available, select the ones they want to use, and request that Finance includes these additional documents in the package containing the UCFR.

c. In addition to the documents provided by Finance, the commander should use all available documents in the BN S1 or the unit to verify the data on the UCFR. The commander's representatives should use data from the Unit Personnel Accountability Report (AAA 162) and Unit Personnel Accountability Notices (AAA 165) when reviewing the UCFR.

d. Accurate personnel accountability is a prerequisite for achieving the goals of the UCFR. Although the use of reports and files is essential to achieving accurate personnel accountability, the degree of command emphasis on maintaining these records determines their accuracy. Because the Personnel Asset Inventory (PAI) requires a 100 percent physical accounting for all of a unit's assigned and attached soldiers, the PAI is the commander's best tool for ensuring accurate personnel accountability. In addition to being required upon change of command, the PAI can be performed any time at the discretion of the commander. Therefore, the commander should use this tool whenever he/she determines that a PAI is essential to reconciling discrepancies among these records and achieving accurate personnel accountability prior to submitting the monthly UCFR.

e. The unit will keep the original annotated copy of the UCFR for one year.

CHAPTER 1

THE UNIT COMMANDER'S FINANCE REPORT (UCFR)

Every unit receives a UCFR (Figure 1-1) designed to assist commanders in verifying Soldiers' entitlement to pay and allowances.

In order to properly reconcile the UCFR, commanders must possess a basic understanding of the information provided on the UCFR. This chapter will familiarize commanders with the basic layout of the UCFR and introduce them to the information contained within the UCFR.

ADSN: 6411 DATE: 070302 PAGE: 001

Privacy Notice - This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information.

Unit Commander's Financial Report. UIC: 1550U5G2

GR	NAME	C/M SSAN	STATUS	NET PAY	ALMTS	BAH	BAS	OPT	LV BAL	DUE US	PAY	ETS
03	BROWN STEPHEN	123456789	ON STATION	7,324.22	376.42	W/O	OFF	CHEK	39.0	2,814.70		
05	WHITE ROBERT G	123456789	ON STATION	5,585.90	0.00	QTR	OFF	ADDR	5.0	0.00		

----- L E G E N D -----

GR - BASIC PAY GRADE
NAME - 1ST NINE OF NAME
SSAN - SOCIAL SECURITY ACCOUNT NUMBER
NET PAY - MONTHLY NET PAY; GR - MBR PAID END OF MONTH ONLY
ALMTS - TOTAL OF MONTHLY ALLOWMENTS PRIOR TO ETS.
BAQ - W/O - WITH DEP; W/O - WITHOUT DEP; REB - PARTIAL REBATE;
QTR - FAMILY TYPE HOUSING; DIF - BAQ DIFFERENTIAL
IF OTHER THAN DUTY.
BAS - SR - SEPARATE RATIONS; RBA - RATIONS-IN-KIND NOT AVAILABLE; EMG - RATIONS UNDER EMERGENCY CONDITIONS;
YES - OFFICER OR WARRANT OFFICER
COLA - COST OF LIVING ALLOWANCE. W/O - WITHOUT DEP; B/C BARRACK COLA; WD# - WITH DEP AND THE NUMBER OF DEP FOR WHICH COLA IS AUTHORIZED. PAY-OPT - CHEK - CHECKING ACCOUNT; SAVE - SAVINGS ACCOUNT OF A FINANCIAL INSTITUTION; ADDR - LOCAL ADDRESS

LV BAL - LEAVE BALANCE AT END OF MONTH
C/N ART 15 - COLLECTION FOR COURTS MARTIAL OR ARTICLE 15
BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT END OF MONTH
INCENT PAY - YES - MBR RECEIVING INCENTIVE PAY
ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW FOUR MONTHS

STATUS - MBR DUTY STATUS,
FIELD - FIELD DUTY; AMOL - ABSENT W/O LEAVE
SUSP - SUSPENDED STATUS; DES - DESERTED
CONF - CONFINEMENT; BLANK - ON DUTY
OHA - OVERSEAS HOUSING ALLOWANCE. WD# - WITH DEP AND
NUMBER SHARING RENT; W/O - WITHOUT DEP

* I certify that I have reviewed the accountability and duty status of the members on this UCFR and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge this information is correct or has been corrected on this report.

THE UCFR AT A GLANCE

HEADER SECTION

Unit Commander's Financial Report. UIC: 15505GZ

GR	NAME	C/M SSAN	STATUS	NET PAY	ALNTS	BAH	BAS	OPT	LV	EAL	DUE US	PAY	ETS
OHA	COLA	ART 15											
03	BROWN STEPHEN	123456789	ON STATION	7,324.22	376.42	W/O	OFF	CHEK	39.0		2,814.70		
O	W/O												
05	WHITE ROBERT G	123456789	ON STATION	5,585.90	0.00	QTR	OFF	ADDR	5.0		0.00		

Figure 1-2 Header Information

The UCFR can be divided into three basic sections. The first section is the ID or header section of the UCFR (FIG 1-2). This section consists of the basic information needed to identify the unit and month. Commanders should review this section to ensure that they are validating their respective unit.

ACCOUNTABILITY / ENTITLEMENT SECTION

GR	NAME	C/M SSAN	STATUS	NET PAY	ALNTS	BAH	BAS	OPT	LV	EAL	DUE US	PAY	ETS
OHA	COLA	ART 15											
03	BROWN STEPHEN	123456789	ON STATION	7,324.22	376.42	W/O	OFF	CHEK	39.0		2,814.70		
O	W/O												
05	WHITE ROBERT G	123456789	ON STATION	5,585.90	0.00	QTR	OFF	ADDR	5.0		0.00		

Figure 1-3 Accountability Section

The accountability section is by far the most critical section of the UCFR. It is the section that is used to certify the accountability, status, and entitlements of all Soldiers assigned to the unit. It gives the commander a snapshot or one-line roll up of a Soldier's pay account. Commanders must ensure that all data presented on each Soldier coincides with all personnel information at their disposal (e.g. unit rosters, EMILPO Rosters, AAA-162 reports, DA Form 4187, AWOL files, and Article 15 files).

The column headers above the name of the first individual are designed to quickly assist the commander in identifying information relevant to the Soldier. Commanders must cross-reference the information provided to make certain all statuses and entitlements are in agreement with each other. This is a principal factor in reducing fraud, waste and abuse and in ensuring combat readiness. These procedures are covered in chapters two and three of this pamphlet.

THE LEGEND

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----- L E G E N D -----
GR - BASIC PAY GRADE
NAME - 1ST NINE OF NAME
SSAN - SOCIAL SECURITY ACCOUNT NUMBER
NET PAY - MONTHLY NET PAY; EM - MRR PAID END OF MONTH ONLY
ALNTS - TOTAL OF MONTHLY ALLOTMENTS
LV BAL - LEAVE BALANCE AT END OF MONTH
C/N ART 15 - COLLECTION FOR COURTS MARTIAL OR ARTICLE 15
BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT END OF MONTH
INCEM PAY - YES - MRR RECEIVING INCENTIVE PAY
ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW FOUR MONTHS
PRIOR TO ETS.
BAQ - W/D - WITH DEP; W/O - WITHOUT DEP; REB - PARTIAL REBATE;
QTR - FAMILY TYPE HOUSING; DIF - BAQ DIFFERENTIAL
STATUS - MRR DUTY STATUS,
IF OTHER THAN DUTY.
FIELD - FIELD DUTY; AMOL - ARSENT W/O LEAVE
BAS - SR - SEPARATE RATIONS; RMA - RATIONS-IN-KIND NOT
SUSP - SUSPENDED STATUS; DES - DESERTED
AVAILABLE; EMS - RATIONS UNDER EMERGENCY CONDITIONS;
CONF - CONFINEMENT; BLANK - ON DUTY
YES - OFFICER OR WARRANT OFFICER
OHA - OVERSEAS HOUSING ALLOWANCE. WD# - WITH DEP AND
NUMBER SHARING RENT; W/O - WITHOUT DEP
COLA - COST OF LIVING ALLOWANCE. W/O - WITHOUT DEP; B/C BARRACK COLA; WD# - WITH DEP AND THE NUMBER OF DEP FOR
WHICH COLA IS AUTHORIZED. PAY-OPT - CHEK - CHECKING ACCOUNT; SAVE - SAVINGS ACCOUNT OF A FINANCIAL
INSTITUTION; ADDR - LOCAL ADDRESS

* I certify that I have reviewed the accountability and duty status of the members
on this UCFR and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge
this information is correct or has been corrected on this report.

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Figure 1-3 Legend

The legend, located at the bottom of the UCFR, provides a brief explanation of the information that is contained under each header. This pamphlet will go into further detail in explaining under what circumstances a Soldier would receive an entitlement or status indicator and how they are tied together.

CHAPTER 2 RECONCILING THE UCFR

This section is written in a question-and-answer format to better facilitate understanding. As you read through the questions please refer to the corresponding figures to guide you along. If you come across an answer that does not fully answer your question please talk with your local finance office for further clarification.

Scenarios are presented at the end of this chapter to assist commanders in identifying the most common discrepancies and to illustrate the correlation between entitlements.

Q: What part of the UCFR do I use to identify personnel in my command and what do I verify?

A: You should use the headers for grade, name, And SSAN to verify that each Soldier listed is Currently assigned to your command.

Specifically you should be checking to ensure that the ranks shown are accurate and that all gains and losses to the unit are correctly reflected.

GR	--NAME--	---SSAN---
E7	BROWN ANG	123-45-6789
O3	CRISP THE	123-54-9876
W2	RATCLIFFE	123-98-5432 PCS

Q. What do I do if I find a discrepancy while checking accountability?

A. All discrepancies should be annotated directly onto the UCFR. If for instance you have a Soldier who has PCS'd out of the unit you would line through that name and place the remark "PCS" on the far right hand side of UCFR. This procedure will remain the same for a Soldier who has retired (RET), separated (SEP), or who has never been assigned to the unit (NIU). If you find that a newly arrived Soldier is missing from the UCFR you would simply annotate it after the last person listed on the UCFR with the Soldiers full name, rank, and SSAN, and attach one copy of their orders. Discrepancies in rank may be annotated by crossing out the rank listed and replacing it with the updated rank.

Q. What do the "NET PAY" and "ALMTS" columns tell me?

A. These columns contain information on a Soldiers' monthly net pay and the amounts that they have in allotments. Commands should note if the "NET PAY" line reads zero dollars, meaning that the Soldier has received a NO PAY DUE. In cases of this nature the Soldier should be referred to the finance office for assistance.

---NET PAY--	---ALMTS--
3095.24	3370.25
6665.33EM	
1211.00	525.00

Q. What is the “STATUS” column used for?

A. This is an especially critical column. It is used to identify those Soldiers who are in a non-pay and/or a non-duty status. Timely reporting of duty status changes is imperative to prevent erroneous overpayment to Soldiers and to reduce the instances of out of service debt.

Q. How do I know what a Soldier’s “STATUS” is if the column is blank?

--- ETS ---	---STATUS --
17 NOV XX	AWOL
	SUSP
	CONF
	DEST

A. Every paid Duty Status is represented on the UCFR by a blank space. Only those status categories that affect entitlement to pay are annotated. These include AWOL (Absent with out leave), CONF (Military or Civilian Confinement), DEST (Deserter), and SUSP (Suspended Account). Please note that a suspended account is normally used for those service members whose accounts are postured for separation or retirement. When this is the case the “ETS” column should be annotated with the projected date.

Q. You said that a suspended account normally indicates a separating or retiring soldier. What does that mean?

A. There are instances when a Soldier’s account may be manually suspended for reasons other than retirement and separation. Cases such as these typically indicate that the Soldiers account is in question and requires coordination with the finance office.

Q. The “ETS” column has a date but there is no corresponding suspended status?

A. The ETS date appears when the Soldier is within a 120 days of ETS, but pay is only suspended the final month of active duty. This gives the command reaction time to ensure that re-enlistments and extensions have been processed through the RETAIN system prior to the suspending of a Soldier’s pay.

Q. I’ve noticed a lot of instances large indebttness amounts. What is this about?

A. The “BAL DUE US” column represents the amount of money the soldier owes the United States government. In Korea soldiers who reside in economy quarters are typically required to take advances for rental deposits which many account for the large amounts of due US balances on your UCFR. In addition this column is also used for GPDL (Government property loss and damage), reports of survey, and advance pays in conjunction in PCS moves. This column should be closely monitored for Soldiers who are being chaptered. Commanders should immediately request suspense of the Soldier’s pay account to ensure that debts are paid in full prior to the Soldier’s departure from active service.

--BAL DUE US --
5271.74
5649.17
984.00

Q. I have noticed that the UCFR some months does not reflect the charged leave days that a Soldier has taken for that month?

A. The column on the right, “LV BAL,” reflects the accumulated days of leave a Soldier has earned through the EOM (end of month) for this report.

UCFRs are created by DFAS normally between the 20th through the 22nd of the month. If leaves have not been processed by this time, it will be reflected on the next months UCFR. The number of leave days that a Soldier has should be reflected on either the current months or following months UCFR following leave periods. Moreover, this column should be closely monitored periodically in order to ensure that Soldier’s leave balances are correct, and Soldiers do not lose any leave at the end of the fiscal year through “Use or Lose.”

-- LV BAL ---
32.0
45.5
10.0

Q. If the leave balance is a month behind then what can I do to ensure that leaves are being processed?

A. To ensure all leaves taken are posted to the LES units should compare the “Leave Report” received from finance office with the leave control log.

C/M - ART 15 - 1000.00

Q. What does the “ART 15 – C/M” column verified for?

A. This column is designed to reflect collections of fines and forfeitures from a members pay. Depending on the date punishment is imposed the collection will show on the UCFR for the month of or month following punishment. If no collection has taken place within 30 days from the effective date of punishment, annotate the correction on the UCFR.

Q. I am not a finance expert, how do I make sense of the entitlements listed on the UCFR?

A. Good question. Let’s take a closer look at each entitlement on the UCFR to ensure that you have a basic understanding of each ones purpose.

--BAQ--	--BAS--	--VHA--	-- OHA--	-- COLA--	--INCEN PAY--
---------	---------	---------	----------	-----------	---------------

BAQ/BAH (Basic Allowance for Quarters/Housing) There are five (5) different codes for BAH. Commanders should review this area carefully and compare the Soldier’s dependency status and type of living quarters with the type of BAH annotated on the UCFR. This is the most abused entitlement due to the constant, and many times unnoticed, changes in dependency status (marriage, divorce, birth, and adoption).

(1) **REB** – Partial BAH, formally called “**REBATE**”, is for single members living in “single type” quarters (barracks, BEQ, BOQ) who are not entitled to any other type of BAH.

(2) **W/O – BAH WithOut** dependents is for single or divorced members who are authorized to live in “single type” economy quarters. Soldiers who are married to Soldiers with no other dependents fall into this category.

(3) **W/D – BAH With Dependents** is payable to members who have lawful dependents such as a spouse (that is not active military), a dependent child for who they are the physical custodial parent, or a secondary dependent (i.e. parent). Also note that this entitlement will stop after Soldiers dependents have been in country for 90 days. Soldier will then start to receive OHA at the W/D rate.

(4) **DIF – BAH DIFference** is payable to members who either voluntarily or through court order provide a monthly child support amount to the child’s custodial parent or legal guardian.

(5) **QTR – QuarTeRs** is annotated to show that the member or his dependents are assigned to family type government quarters. In this instance BAH is payable in kind and no actual entitlement is received on the LES.

BAS (Basic Allowance for Subsistence) All enlisted Soldiers receive BAS; however, the type of BAS Soldiers receive is no longer listed on the UCFR, although the legend does list the applicable code. The only remark under the BAS column is an annotation of “YES” which applies only to commissioned and warrant officers. Commanders can only validate payments of BAS to enlisted personnel by utilizing the LES.

VHA (Variable Housing Allowance) The VHA column designates the zip code where members dependents are currently residing. To eliminate confusion in this column we will deal only with the entitlement as it exists for members assigned within Korea. This column should only be annotated with a zip code if the soldier is receiving **W/D BAH** and then **only** if the members dependents are residing within the continental U.S. It is important to note that if the Soldier has command or non-command sponsored dependents residing within the local area (or within any OCONUS location) then this column should be blank.

Instances of BAH fraud are often linked to this entitlement as individuals may incorrectly report the location of their dependents. This is primarily due to the fact that the entitlement rate can fluctuate greatly from location to location or a general misunderstanding on the Soldier’s behalf. Commanders can greatly assist combat readiness by ensuring that this entitlement gives an accurate representation of a Soldiers’ dependents residency.

OHA (Overseas Housing Allowance) This entitlement exists for Soldiers who are stationed in overseas locations and are authorized to reside in economy type quarters. There are two (2) different codes for OHA.

(1) **WD1** – With Dependent OHA is payable to members who have command sponsored dependents residing in the local area and who reside in economy quarters. The numeral designation, **WD1**, is no longer relevant and should be disregarded. Under no circumstances should a Soldier be receiving both a VHA entitlement and OHA W/D entitlement on the UCFR. **Cases such as these should be sent to the finance office for review.**

(2) **W / O – WithOut** Dependent OHA is payable to members who either have no dependents, are serving on an unaccompanied tour, or who have non-command sponsored dependent residing in the area and who are residing in economy quarters. On the Soldiers needs to have the OHA started at the **W/D** rate to reflect that he has non-command sponsored dependents in country. It is important to note that members who have non-command sponsored dependents give up their entitlement for VHA. Commanders must ensure that Soldiers who are receiving the OHA W/O dependent rate do not subsequently receive VHA **if** they have moved their entire family from the stateside residence to an overseas duty location.

COLA (Cost of Living Allowance) COLA is payable to all members based on their duty location and the number of command sponsored dependents residing with them. There are three (3) different codes for COLA.

(1) **B / C – Barracks** COLA is payable to members who are residing in the barracks. However, service members who are stationed at the following locations and have command sponsored dependents residing at or around Yongsan, Camp Humphreys, or Osan Air Base may be entitled to a higher COLA rate.

Camp Eagle
Camp Long
Camp Jackson
Camp Red Cloud
Camp Stanley

(2) **W/ O** – Soldiers who reside in single type economy housing and have no command sponsored dependent(s) residing with them are authorized the without rate commonly known as “0” rate COLA. In addition Soldiers who reside in the Barracks, BEQ, or BOQ who are authorized to mess separately due to mission constraints or the unavailability of a dining facility are also entitled to the “0” rate. It should be noted that members in the rank of E-7 and above are automatically allowed to mess separately regardless of the availability of dining facilities. However this does not automatically entitle the E-7 and above 0 rate COLA. For an E7 and above, assigned to the barracks, BEQ, or BOQ and have a DFAC available to get COLA at the 0 rate mess has to be deemed impractical by the commander.

(3) **W/D (1-5)** – With Dependent COLA is paid to Soldiers who have command sponsored dependent(s) residing at or around the duty location. The numeric annotation represents the number of command sponsored dependents the Soldier has (not to exceed

5). Commanders should pay careful attention to this line to ensure that Soldiers are not receiving the with-dependent rate for any dependent that is not command sponsored.

INC PAY (Incentive Pay/Special Duty Assignment Pay) Soldiers entitled to incentive and special pay will have a “YES” in this column. This column is important for units that receive incentive/special pay on a regular basis. Verify qualified members who are appointed under competent orders to receive special/incentive pay are participating in the duty specified. Incentive pays are as follows:

Hazardous Duty Incentive Pay (HDIP)	Submarine Duty Pay
Aviation Career Incentive Pay (ACIP)	Parachute Duty Pay
Flight Deck Duty Pay	Demolition Duty Pay
Experimental Stress Duty Pay	Toxic Fuels Duty Pay
Dangerous Viruses Lab Duty Pay	Toxic Pesticides Duty Pay
Chemical Munitions Duty Pay	

Special Duty Assignment Pays are as follows:

Career Counselor
Drill Sergeant
Recruiter

Q. Okay now that I have an understanding of each column on the UCFR how do I bring it all together?

A. This question will be answered in the next chapter, “Certifying the UCFR”.

CHAPTER 3 CERTIFYING THE UCFR

Certifying the UCFR is the commander's opportunity to inform the finance office of the accuracy of a Soldier's pay and entitlements as they are reflected. This chapter will present guidance in the form of entitlement scenarios and instructions on annotating the UCFR, as well as the required endorsement that must be placed on the UCFR by commanders to indicate compliance with all requirements.

SCENARIOS

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA	COLA
E5	BAE ME	123-45-6789	2300.00	250.00	W/O				26.5		1800.00				W/O	W/O

Figure 3-1

SGT Bae is a single Soldier with no dependents who is authorized to reside off post in single type economy quarters and to mess separately. He has a current DUE US balance of \$1800.00 for an advance rental deposit. **His entitlements are:

BAH W/O

OHA W/O

COLA W/O

BAS—Separate Rations are not shown on the UCFR for enlisted members

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA	COLA
E7	GOBERT RI	123-45-6789	3897.62	500.00	W/D		11575		35.5		600.00		01 DEC XX			W/O

Figure 3-2

SFC Gobert is serving on an unaccompanied tour and has established a residence for her dependent in CONUS at the ZIP code 11575. SFC Gobert is also authorized to live in off post single type quarters. SFC Gobert is due to retire in two months. **Her entitlements are:

BAH W/D—paid for dependent status.

VHA—this section **must** reflect the stateside location (ZIP code) where dependents have secured economy type housing.

COLA W/O

OHA W/O—the UCFR will not reflect the OHA payment for this example.

BAS—Separate Rations are not shown on the UCFR for enlisted members

**The entitlement list is not all inclusive and represents only those entitlements which can be verified off of the UCFR. For a complete listing please see your local Finance Office.

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA W/D	COLA W/O
02	FOX AN	123-45-6789	5732.85	500.00	W/D	YES			5.5			YES				

Figure 3-3

1LT Fox is serving on an unaccompanied tour in Korea but has opted to bring her non-command sponsored dependents to live with her in her single type economy quarters. 1LT Fox is also authorized to receive JUMP PAY. Her entitlements are:

BAQ W/D—there is no corresponding VHA payment because dependents are residing with the member.

BAS—Officers will always have a yes in this column.

Parachute Pay—represented on the UCFR by a “YES” in the INCENT PAY column.

OHA W/O—even though the dependants are not command sponsored, the service member is entitled OHA at the W/D rate on the 91st day after the dependant’s arrival to Korea. For the first 90 days, the service member is entitled to BAH at the rate of the location just departed so long as it is the intent of the dependant to permanently remain in Korea.

COLA W/O—there is no entitlement for dependents if they are not command sponsored.

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA	COLA
MSG	PETRUSKY JO	123-45-6789	3032.85	1500.00	QTR				45.0			YES				W/3

Figure 3-4

MSG Petrusky is serving on accompanied tour with her 3 (three) command sponsored dependents. She and her family members reside in family type government quarters. MSG Petrusky is authorized Career Counselor Pay. **Her entitlements are:

BAQ QTR—BAH is received in-kind, there is no monetary entitlement.

BAS—Separate Rations are not shown on the UCFR for enlisted personnel.

Special Duty Pay—represented on the UCFR by a “YES” in the INCENT PAY column.

COLA W/3—entitlement of COLA is based on the number of command-sponsored family members.

**The entitlement list is not all inclusive and represents only those entitlements which can be verified off of the UCFR. For a complete listing please see your local Finance Office.

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA W/D1	COLA W/2
SPC	LUHER GA	123-45-6789	580.	25.00	W/D				15.0	800.00						

Figure 3-5

SPC Luher is serving on an accompanied tour with his 2 (two) command sponsored dependents. They reside in economy type family quarters. SPC Luher has received an Article 15 for 2 half months base pay. ** His entitlements are:

BAQ – WD (With Dependents)

BAS – Separate Rations are not shown on the UCFR for enlisted personnel.

COLA W/2 – there is no entitlement for dependents if they are not command sponsored.

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT CHEK	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STA TUS	OHA	COLA
PFC	AUSTIN LU	123-45-6789	0.00		REB				15.0					AWOL		B/C

Figure 3-6

PFC Austin is a single Soldier who lives in the barracks. She is currently AWOL and all pay and entitlements have been stopped resulting in a NPD (no pay due). Note that although she is not entitled to monetary compensation her information still reflects the entitlements that she would be authorized to receive.

Although the scenarios above do not address all possible combinations of pay they do reflect the most common combinations. Commanders are stressed to closely monitor entitlements to BAH as this is one of the most abused allowances. Your local finance office can provide commands with training and information papers that directly address entitlements to BAH and preventive measures against BAH fraud.

ANNOTATING THE UCFR

In the course of reviewing the UCFR commanders may encounter discrepancies. Discrepancies should be annotated as follows:

- Incorrect information should be clearly lined through and the correct information be placed at the end of the soldiers account line.
- Missing information should be entered under the column header for the soldiers account line.

- Missing personnel should be inserted after the last name listed on the UCFR by full name, rank, and SSN.
- Personnel who no longer belong to the command should be completely lined through with the reason for departure placed at the end of the line. If the Soldier was never assigned to the unit please use “NIU” to denote this.
- The UCFR should not be annotated with questions. Commanders should have their Orderly Rooms/S-1 contact the finance office for those issues/questions requiring assistance.

CERTIFICATION STATEMENT

Commanders are required to place the following statement on UCFR before submission to the finance office:

“I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report.”

CHAPTER 4

SUBMITTING THE UCFR

In order for finance to input the corrective actions you annotate on your UCFR, it is sometimes necessary that you submit a supporting documentation. However, not all requested actions require a supporting document. Since the commander certifies the UCFR and the corrections annotated on it the entire document acts as a memorandum of authorization. Use the table below to determine whether you need to submit a separate supporting document or not. If a supporting document is not necessary, please ensure that all necessary information to input the transaction is annotated on the UCFR.

UCFR Column Grade	Problem Incorrect Grade	Supporting Document Required Promotion Orders, Article 15 <i>*The finance office is no longer the point of contact for grade changes, but can assist when there are extenuating circumstances. Units must first ensure that documentation has been submitted through all channels in the personnel office prior to requesting assistance from the finance office.</i>
BAH VHA	Incorrect Rate/ Missing entitlement	DA 5960 with required documents to support changes and authorization. This may include birth and marriage certificates, divorce decrees, orders for child support, termination or assignment to government quarters.
BAS	Start or Stop Separate Rations	DA 4187 authorizing/stopping Separate Rations or Rations in kind not available. If the effective date is not current month then the DA 4187 must include a VOCO date. If the member is in the grade of E-7 and above then no documentation is required, just an annotation of the corrective action required.
LEAVE	Inaccurate balance due to non- processing or overcharging of leave.	DA 31 <i>*Unit must first ensure that the Leave Report (daily report from finance) has been balanced against the Leave Control Log before requesting changes based off of the UCFR.</i>
ETS	Date	Re-Enlistment Contract / Separation or Retirement Orders <i>*The finance office is no-longer the asset responsible for processing re-enlistment contracts. Units must first work through the unit retention NCO's to ensure processing of contracts.</i>

INCEN-PAY	Stop / Start	Documentation/Orders authorizing payment.
C/M ART 15	Not reflected	Copy of Article 15 or Court Martial proceedings.
STATUS	Incorrectly or not annotated	DA 4187 for status change. Re-enlistment contract for suspended accounts that have re-enlisted.
OHA	Stop / Start	DD 2367 (received from housing office) and/or assignment to government quarters.
COLA	Start / Change	DD 4187 to include command sponsorship orders when authorized COLA at the with-dependent rate.

UNIT RESPONSIBILITIES

After the unit commander has reviewed, annotated, signed, and dated the monthly UCFR it must be forwarded to the local finance office. The UCFR will be forwarded on a Unit Transmittal Letter with all supporting documentation attached no later than the 10th day of the month. Units are required to keep a copy of the completed UCFR on file for one year.